

**UNIVERSITY OF OKLAHOMA  
CAMPUS ACTIVITIES COUNCIL SPEAKER BUREAU  
CONTRACT FOR SERVICES**

This Contract entered into on this \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_ by and between the University of Oklahoma Board of Regents, Norman, Oklahoma 73019, hereafter referred to as "SPONSOR" and

Name	Social Security Number			
Address	City	State	Zip	Telephone Number

U.S. citizen?  Yes  No hereafter referred to as "SPEAKER"; to perform at the date, time, and place specified below:

If no, are you and your employees legally authorized to work in the United States according to 8 U.S.C. Sec 1324(a)(4)?  
 Yes  No

NAME OF PROGRAM: \_\_\_\_\_

DATE OF PROGRAM: \_\_\_\_\_ TIME OF PROGRAM: \_\_\_\_\_

LOCATION: UNIVERSITY OF OKLAHOMA, NORMAN, OKLAHOMA 73019 \_\_\_\_\_

HONORARIUM: \$\_\_\_\_\_. **This amount must be inclusive. See section (I) for additional information** Any person who has been an employee of the State of Oklahoma within the past 12 months is prohibited from contracting for professional or non-professional services with the State of Oklahoma.

- I. SPONSOR agrees to pay SPEAKER as consideration for his/her services **ONLY** the amount set forth under "HONORARIUM" above. Payment of "HONORARIUM" is to be made in the form of a check and mailed to SPEAKER at the above address immediately following the engagement. FEDERAL LAWS prohibit payment to be given to the speaker. Payment for travel, lodging, and any other expenses MUST be paid by the SPEAKER and included in the HONORARIUM.
- II. SPONSOR shall provide a lighted and proper place for the program in good condition together with necessary stage accessories and properties.
- III. A full time faculty/staff moderator will be present during the performance.
- IV. No performance or program or any part thereof is to be reproduced, including, but not limited to, reproduction by broadcasting or videotaping without the written permission of the SPEAKER.
- V. It is understood that this Contract is binding on both parties; it cannot be canceled except as follows: The SPONSOR and SPEAKER mutually agree that either party may cancel this contract and all parties shall be released from any liability or damages hereunder, if the SPONSOR or SPEAKER is unable to fulfill the terms of this contract due to an ACT of God or any other legitimate conditions beyond the control of the SPONSOR or SPEAKER. However, it is agreed by both parties that "best efforts" will be made by both parties to so adapt that the program will be presented as scheduled.

The signed copy of this Contract is acknowledgment that SPEAKER has accepted this engagement and has agreed to appear at the time and place specified above for the amount set forth. By signing this contract, both parties agree that this event is true, has not been previously paid and the amount stated is now due and wholly unpaid.

SPEAKER/AGENT	Date	Name of Student Organization
Speakers Bureau Chair	Date	Student Organization President / Chair <span style="float: right;">Date</span>
University Signatory Authority	Date	Student Organization Adviser <span style="float: right;">Date</span>

Please retain one completed contract and return the original contract at least two (2) weeks prior to engagement to: UOSA Accounting, 900 Asp Avenue, Room 181, Norman, OK 73019, (405) 325-5471 attn: Nicole Pharaoh